



Skagway Childcare Start-up Grant Program

Release Date: January 17, 2025

Deadline: February 28, 2025

Program Contact: Blue Shibler, bshibler@aecy-sea.org 907-723-9970

Purpose

Funded by the Skagway Child Care Council (SCCC) through grant funds from thread Community Innovation Grant program and managed by the Southeast Alaska Association for the Education of Young Children (SEAAEYC), the Skagway Childcare Start-up Grant program will offer approved applicants start-up assistance funding for newly licensed childcare facilities in the community that serve ages 6 and up for minimum annual service from May 12th – August 15th. Maximum grant awards for any one project will be \$25,000 for a family childcare home, \$30,000 for a group home, and \$50,000 for a center. Selected projects will be required to complete an interview before final approval. This Request for Letters of Interest (LOI) and application seeks to identify individuals or organizations interested in expanding licensed childcare services in Skagway and ensure equitable access to grant funds.

Funding Overview

The Skagway Childcare Start-up Grant program offers funding to support various project needs for successful applicants, including establishing new in-home childcare programs, or developing childcare centers within entities such as businesses, nonprofits, and churches. Grant funds may be used for minor facility repairs and renovations, classroom furnishings, educational materials and supplies, safety and compliance upgrades, licensing and permit fees, technology and administrative tools, professional development for staff, and outdoor play equipment or space improvements. Additionally, SEAAEYC will provide technical assistance to help applicants navigate the childcare licensing process and establish a childcare business in Skagway. Approved applicants will receive 50% of the approved funding upfront, upon paperwork completion, and the remaining 50% of funds will be provided as reimbursement. This is a rolling application program until all available funds have been exhausted. Grant funds cannot be used for personal expenses unrelated to the childcare business or non-essential facility upgrades, or ongoing operational costs after start-up (e.g., utilities, wages).

Program Eligibility

To be considered for funding, applicants must 18 years of age or older. The project must be for a newly licensed childcare operation that only serves kids ages 6 and older within the Borough of Skagway with minimum annual service from May 12th – August 15th and service be available to the general public. Successful applicants must be willing to provide SCCC with quarterly operation reports for the first year and then annual reports for the additional required 2 years after on a provided form.

LOI Evaluation

Upon submission of a complete Skagway Childcare Start-up Grant program application, your proposal will be evaluated for alignment with program objectives and potential for successful implementation by SEAAEYC staff. The assessment will consider your experience and qualifications, including relevant certifications and background in childcare or related fields, to gauge your preparedness for initiating a program. It will also examine the clarity, feasibility and sustainability of your project description, including the proposed location, services to address Skagway's childcare needs and budget summary. In-kind contributions and partnerships, including collaborations with local businesses, nonprofits, or community organizations, will also be considered as factors enhancing feasibility and impact. Selected applicants will be invited for an informal interview to discuss project feasibility further, clarify proposal aspects, and provide additional details. By thoroughly addressing these elements, SCCC will ensure a fair and informed evaluation to determine if funding is appropriate. Applications will be evaluated based on: Alignment with program goals to address the childcare shortage, feasibility and sustainability of the proposed plan, and demonstrated understanding of licensing requirements and childcare standards.

How to Submit a LOI

Please use the following page as your letter of interest and email it to: bshibler@aecy-sea.org. If you have any questions regarding your submission, please email or call Blue Shibler.



Skagway Childcare Start-up Grant Program Application

Date of Application:
Applicant Name/ Point of Contact:
Home Address:
Telephone: _____ Email: _____
Business Name:
Proposed Site Location:
Location ownership: Own Rent; Number of years rented: _____

Budget Details (breakdown costs, total project cost, other funding sources)

Please describe the budget for your project and break down the costs into detailed line items. highlight critical project needs such as facility improvements, software, equipment, or staffing.

Item Description: _____ Amount: \$ _____
Item Description: _____ Amount: \$ _____
Item Description: _____ Amount: \$ _____
Item Description: _____ Amount: \$ _____
Item Description: _____ Amount: \$ _____

TOTAL PROJECT COST: \$ _____

Less in-kind or other funding contributed: \$ _____

Total Grant Reimbursement Request: \$ _____

Please attach additional pages or alternate budget documents as needed.

Required Supporting Documents

- Proof of intent documentation (e.g., fire marshal correspondence, childcare licensing application, or personal attestation)
- Business license (State and Municipal)
- Personal references (minimum of 2)
- Completed W-9
- DOH Form 72 Permission to Operate a Child Care Business (if applicable)

Disclaimer

By signing this application, I confirm that the information provided herein is accurate and complete to the best of my knowledge. I understand that any misrepresentation or omission of information may result in the rejection of this application or the withdrawal of funding at a later date.

I also acknowledge that submission of this application does not guarantee funding, and any decision regarding funding is at the sole discretion of the Skagway Child Care Council.

Additionally, I consent to the use of the information provided in this application for the purposes of review, evaluation, and record-keeping, in accordance with applicable data protection laws and regulations.

Signature

Date

Please fill out completely and return to Blue Shibler at bshibler@aecy-sea.org



Skagway Childcare Start-up Grant Program Letter of Interest (LOI) Form

Provide a concise project summary for your proposed childcare program that includes relevant details about your experience in childcare and/or business management, if applicable. Describe your project plan in a brief narrative, outlining your vision for the program, number of children you aim to serve, number of staff (if any) you intend to hire, and annual service dates (if not year-round). If you own or lease a potential project site, include the address; if not, provide any relevant details about a future site. Include a realistic timeline for launching your program and explain how your project will address community needs and support families in Skagway. Detail progress to-date on the childcare licensing process and fire code approval. Be clear and detailed, as this description is key to evaluating your application. Please limit LOI to no more than 3 pages.



Skagway Child Care Council
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Letter of Interest (LOI) Continued